

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL	SUPERSEDES: AR 300 (9/1/83) IB 93-5 (4/9/93)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 300 RECRUITMENT AND HIRING TEMP	EFFECTIVE DATE: 10/10/03

TABLE OF CONTENTS

	<u>PURPOSE</u>	
	<u>AUTHORITY</u>	
	<u>RESPONSIBILITY</u>	
	<u>DEFINITIONS</u>	
	<u>APPLICABILITY</u>	
	<u>PROCEDURES</u>	
<u>300.01</u>	TYPES OF RECRUITMENTS	
<u>300.02</u>	TYPES OF CERTIFICATION LISTS	
<u>300.03</u>	FILLING A VACANCY/INTERVIEWING	
<u>300.04</u>	SUBMISSION OF HIRING PACKET	
<u>300.05</u>	PRE-EMPLOYMENT TESTING	
<u>300.06</u>	PROCESSING NEW HIRE PAPERWORK	
	<u>REFERENCES</u>	
	<u>ATTACHMENTS</u>	
	<u>MANDATORY REVIEW DATE</u>	<u>10/10/04</u>

PURPOSE

To ensure all appointments within the Department are in accordance with the Nevada Revised Statutes, the Nevada Administrative Code - Rules for Personnel Administration, and Department regulations.

AUTHORITY

NRS 284.265, 284.295, 284.255, 284.250, 284.150, 284.155
NAC 284.295 – 284.382
NAC 284.385 – 284.386
NAC 284.390
NAC 284.402
NAC 284.404
NRS 617.455 – 617.457

RESPONSIBILITY

Wardens and Division Heads are responsible for making hiring recommendations to the Department Personnel Division.

The Department Personnel Division is responsible to validate all offers of employment and complete necessary paperwork as described in this Administrative Regulation.

DEFINITIONS

700-HOUR CLIENT – An individual who has been certified by Vocational Rehabilitation, as an individual with a disability. These individuals may be placed on a certified hiring list as an option for interview.

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Correctional Programs Division Administrator.

CERTIFICATION LIST – An authorized list issued by the State Department of Personnel for the purpose of hiring a qualified individual into a vacant position.

DEPARTMENT – The Nevada Department of Corrections.

DEPARTMENT PERSONNEL DIVISION – The Personnel Division within the Nevada Department of Corrections.

DIVISION HEADS – Those individuals responsible for the major divisions of the Department; such as Personnel, EEO/Professional Development, Inmates Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores, Medical.

INVOLUNTARY TRANSFER – A transfer for the convenience of the State from one position to another position in the same or related class.

REAPPOINTMENT – A non-competitive appointment of an employee to a class formerly held or comparable class.

REINSTATEMENT – A non-competitive appointment of a former permanent employee to a class formerly held or to a comparable class. This type of appointment can be made without regard for a certification list. This right is available for two years after separation from State service.

STATE DEPARTMENT OF PERSONNEL - The Nevada State Department of Personnel.

SUPERVISOR – An employee of the Department that provides supervision and has first line supervisory authority, and are responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

TRANSFER – A noncompetitive appointment in which an employee voluntarily moves from one position to another position in the same or related class, with the same pay grade.

TRANSFER (SWAP) – A transfer involving two employees who have indicated a desire to exchange positions of the same or related class within the Department.

WARDEN – The administrative officer in charge of an institution of the Department.

APPLICABILITY

This regulation applies to the hiring of all classified Department employees.

PROCEDURES

300.01 TYPES OF RECRUITMENTS

1.1 There are a variety of recruitment options available for hiring employees: **(3-4052)**

1.1.1 Open Competitive – This type of recruitment is open to anyone whether currently employed in State service or not. The ranking on the list is based on total overall scores. This type of recruitment can only be initiated by the State Department of Personnel.

1.1.2 Divisional/Departmental/Statewide/Open Competitive – This type of recruitment is open to anyone whether currently employed within State service or not. The ranking on the list shall first contain those candidates employed within the division which is recruiting for the vacancy; second by those candidates employed within the department recruiting for the position; third by those candidates employed within State service; and last would be those candidates who are not currently employed within State service. This type of recruitment can only be initiated by the State Department of Personnel.

1.1.3 Divisional – This type of recruitment is promotional only for those candidates employed within that division and who have been employed at least 6 months within State service. This type of recruitment may be conducted by the Department Personnel Division. **(3-4056)**

1.1.4 Departmental – This type of recruitment is promotional only for those candidates employed within the Department and who have been employed at least 6 months within State service. This type of recruitment may be conducted by the Department Personnel Division.

300.02 TYPES OF CERTIFICATION LISTS

1.1 Ranked List - The supervisor is required to interview the top five ranks willing to accept the position. There may be more than 1 candidate per rank.

1.1.1 When interviewing for more than one position, one additional rank may be included for each additional position.

1.2 Waived List – A list with five or less interested candidates. All individuals must be interviewed. There will not be a certification list for future vacancies.

1.3 Unranked List – Names are listed in random order. Anyone can be interviewed, but every attempt should be made to interview 5 candidates for the position.

1.4 Lists containing transfers or 700 hour clients may or may not be interviewed and selected without regard to the remainder of the certification list.

300.03 FILLING A VACANCY

1.1 When a vacancy occurs the Warden or Division Head, in conjunction with the Appointing Authority will consider the necessity of the position, and forward a justification to fill the position to the Department Personnel Division. **(3-4050)** and **(3-4051)**

1.1.1 This request should include information regarding how the position is to be recruited and/or filled, such as Divisional/Departmental or Open Competitive recruitment or by another appointment method such as:

- Reinstatements;
- Reappointments;
- Transfers; **(3-4056)**
- 700-Hour Clients.

1.1.2 If the position requires any selective criteria, this information must also be submitted.

1.2 The Department Personnel Division shall verify whether a current certification list exists.

1.2.1 If there is a current certification list the Department Personnel Division will request this list.

1.2.2 If there is no current certification list, the Department Personnel Division shall initiate a recruitment by submitting a Personnel Requisition Form NPD-3 to the State Department of Personnel.

1.3 The recruitment shall be conducted based on the request and information provided. Proper examinations will be conducted and a certification list will be developed.

1.4 The Department Personnel Division will forward the certification list and interview packet to the appropriate Warden or Division Head.

1.4.1 The certification lists are strictly confidential and information shall not be shown or shared with anyone outside the supervisory chain.

- Failure to comply will result in disciplinary action.

1.4.2 An interview packet shall consist of:

- A memorandum of requirements for submission of a personnel packet;
- Personnel Packet Checklist;
- Certification List;
- Nevada Department of Corrections Oral Rating Sheet Form DOC-1010;
- Consent for Release of Criminal History Records Form DOC-1021;
- Essential Functions for the position;
- Essential Function Acknowledgement Form ADA-03;
- Sample Letters DOC-1093, DOC-1068, DOC-1070, and DOC-1071; and
- Sample Questions (upon request).

1.5 Upon receipt of the Interview Packet and Certification list, the supervisor may set up interviews.

1.5.1 The candidates may be contacted via:

- Telephone or hand delivery, candidate must respond to inquiry of availability within 24 hours;
- By mail, must respond to inquiry of availability within 6 calendar days;
- By telegram, must respond to inquiry of availability within 48 hours.

1.6 Prior to conducting the interview the candidate must be allowed time to review the Essential Functions for the position and sign the Essential Function Acknowledgement Form ADA-03.

1.6.1 If the candidate indicates they cannot perform the essential functions of the position, they should be referred to the Department Personnel Officer, who functions as the Department ADA Coordinator for purposes of hiring.

1.7 The interview shall be conducted with a minimum of two employees who are at least equivalent grade-wise, and one must be in the chain-of-command. Each candidate must be asked the same questions.

1.7.1 The Nevada Department of Corrections Oral Rating Sheet DOC-1010 must be utilized to record the responses and scoring.

1.7.1.1 Ratings may be completed individually or in a consensus-scoring format.

1.7.2 When interviewing for Correctional Officer Trainee, 3 panel members must be utilized.

- The structured interview questions approved by the Department must be utilized for Correctional Officer/Trainee interviews.

1.7.3 Interviews conducted for Senior Correctional Officer, Correctional Sergeant, Correctional Lieutenant, must be tape-recorded. The Taped Interview Consent form (DOC-1067) must be completed.

- The interview panel must consist of 2 Department Supervisors and 1 outside party.
- DOC-1067 shall be utilized only for interviews of the above classifications.

1.8 Each candidate interviewed must complete a Consent for Release of Criminal History Form DOC-1021 unless currently employed by the Department. The supervisor should ensure it is properly completed and signed by the candidate. **(3-4059)**

1.8.1 For Correctional Officer/Trainee, the Consent for Release of Criminal History Form DOC-1021 is completed at the written examination conducted by the Department Personnel Division.

300.04 SUBMISSION OF A HIRING PACKET

1.1 Upon completion of the interview process, the Warden or Division Head will make a selection.

1.1.1 The selected or non-selected applicants must not be advised of this decision.

1.1.2 When the Oral Rating Sheets DOC-1010 do not accurately reflect the selection, significant reason for non-selection of the highest ranking candidate must be submitted.

1.2 The hiring packet is then forwarded to the Department Personnel Division with a cover memorandum documenting the selection.

1.2.1 Offers of employment are conveyed by the Department Personnel Division.

1.3 The hiring packet will also include:

- Personnel Packet Checklist – completed;
- Certification List – coded with who was considered and selected;
- Interview Questions and Rating Sheets DOC-1010;
- Background Checks DOC-1021 – completed and signed;
- Applications – from each candidate interviewed;
- Essential Function Acknowledgement Form ADA-03 – signed;
- Consent for Taped Interview Form DOC-1067 (when necessary);
- Appropriate appointment letters DOC-1093, DOC-1068, DOC-1070, and DOC-1071).

1.4 If the Warden or Division Head anticipates appointing a candidate above a step 1, the hiring packet must include a request detailing the justification to support an accelerated step.

1.4.1 A promise of salary must not be made to a candidate.

1.4.2 The Department Personnel Division shall make a request to the State Department of Personnel utilizing the Request for Accelerated Salary Form NPD-4.

1.5 The Department Personnel Division will review the packet for compliance with the Rules for Personnel Administration (NAC), and obtain any required approvals from the Appointing Authority.

1.6 The Department Personnel Division will notify the Warden or Division Head when the hiring packet review is complete.

1.7 The Department Personnel Division will contact the selected candidate, offer the position, and schedule an appointment for completion of the required paperwork.

1.7.1 If the position requires a pre-employment drug testing, a medical physical, or other pre-employment requirements, the Department Personnel Division shall make an offer of employment contingent upon successful completion. **(3-4060)** and **(3-4061)**

1.8 The Department Personnel Division will mail the job offer and thank you letters to the candidates.

1.8.1 The candidate letters shall be signed by the Department Personnel Officer or designee.

300.05 PRE-EMPLOYMENT TESTING

1.1 Medical Physical (3-4060)

1.1.1 All Police/Fire applicants selected for appointment must be forwarded to the Department Personnel Division to schedule the required medical physical examination as a condition of employment.

1.1.1.1 The examination shall include a TB test, and a HEP B test shall be offered.

1.1.1.2 The TB test must be completed and must be negative prior to beginning employment.

1.1.1.3 If the applicant tests positive for TB, at their expense, they are required to provide medical documentation indicating no active TB.

1.1.1.4 The TB test is a requirement for all employees who will work inside a correctional facility.

1.1.1.5 Failure to secure a fit for duty authorization from the medical contract providers will result in rescinding the conditional offer of employment.

1.2 Drug Testing (3-4061)

1.2.1 All positions affecting public safety, must be referred to the Department Personnel Division to schedule a drug screening as a condition of employment.

1.2.2 Failure to secure a drug clearance will result in rescinding the conditional offer of employment.

1.3 Psychological Testing

1.3.1 All new custody applicants must be forwarded to the Department Personnel Division to conduct a pre-employment psychological examination.

1.3.2 Review and recommendations regarding appointment are conducted via the contract medical provider.

1.3.3 Failure to secure a successful recommendation shall result in rescinding the conditional offer of employment.

1.4 Background Check (3-4059)

1.4.1 All applicants selected for appointment must pass a NCIC background check as a condition of employment.

1.4.2 Failure to secure clearance on a background check shall invalidate a conditional offer of employment.

1.4.3 Failure to secure clearance of a background post-hire shall result in termination of employment.

300.06 PROCESSING NEW HIRE PAPERWORK

1.1 Upon approval of the hiring packet and successful completion of the required tests, the Department Personnel Division will schedule an appointment to complete the necessary paperwork.

1.2 The Department Personnel Division will assign an employee identification card. The new employee will be required to report the designated ID/Intake Unit to have the ID processed, and to be fingerprinted.

1.3 Any unsatisfactory employment history background checks or falsification of employment history or background may be grounds for dismissal from State Service.

1.4 The Department Personnel Division shall process all required new employee paperwork and provide the employee with a New Hire Packet containing the '300' series Administrative Regulations. **(3-4048)**

1.5 The Department Personnel Division will maintain the hiring packet and recruitment documentation pursuant to State of Nevada Records Retention Schedule.

REFERENCES

ACA Standards 3-4048, 3-4050, 3-4051, 3-4052, 3-4056, 3-4059, 3-4060, and 3-4061

ATTACHMENTS

Personnel Requisition Form NPD-3
Request To Accelerate Salary NPD-04
Essential Function Acknowledgement Form ADA-03
Oral Rating Sheet DOC-1010
Consent for Release of Criminal Records DOC-1021
Personnel Packet Memorandum and Checklist
Consent for Taped Interview Form DOC-1067
Congratulations Letter (New Appointment) DOC-1093
No Thanks Letter (New Appointment) DOC-1071
Congratulations Letter (Promotional) DOC-1068
Non selection Letter (Promotional) DOC-1070

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.